

# Submittals Format Guide - Utah Coal Regulatory Program

**General Information** - The Division is requesting that all permit applications, changes, renewal, transfers or bond release applications follow the procedures and format requirements outlined in this document. The Division may return applications that do not meet format requirements according to the Utah Coal Mining Rules, (see R645-301-121.300). Each action applied for should be submitted under a separate cover letter. It is recommended that permit changes be separated by topic. If a company holds more than one permit (mine), the application should be placed under separate cover letter by permit number and action for which you are applying.

**Cover Letter** – Submit a cover letter for each application. In the regarding line briefly describe the submittal content, sample regarding lines follow:

- a. Application to Change the Existing Mining and Reclamation Plan, Addition of a Fourth Portal to the Blind Canyon Seam Portal Pad, Bear Canyon Mine, C/015/025
- b. New Permit Application, Star Point Refuse Mine
- c. Notice of Intent to Conduct Minor Coal Exploration, Helicopter Assisted Drilling in Mill Fork Canyon, Deer Creek Mine, C/015/018
- d. Response to Deficiencies in Removal of Rock Gabions, AM02A, Gordon Creek 2,7, & 8 Mines, C/007/016
- e. Application for Permit Renewal, Skyline Mine, C/007/006
- f. Response to Issues Arisen During Midterm Review, MT02, West Ridge Mine, C/007/041

**Contents** - The application must be complete and should not rely on additional materials that will be submitted at a later date. Assemble each submitted copy as a complete unit including all maps and text. It is recommended that binders be submitted for permit changes of 50 pages or more. These binders will allow retaining a complete application. Maps should be folded and enclosed in protectors. The binders will be returned to the permittee after the permitting action is completed.

**Change Forms** – A C1 and C2 form must be included with every submittal. A notarized signature of the responsible official of the applicant must also be included. The responsible official attests that the submittal is true and correct to the best of their knowledge and in all respects with the laws of Utah in reference to commitments, undertakings, and obligations. These forms indicate change to the Mining and Reclamation Plan, not change to the application when there are deficiencies. Please send an accurate form with each submittal, if the application needs to be updated with pages or maps from the previous submittal, please indicate this in your cover letter, let the team lead know so he/she can update it when it arrives, or come in and update it. A current C1 and C2 form can be found on our web site at <http://ogm.utah.gov/coal>.

**Number of Copies/Pagination** - submit three redline/ strikeout copies (four if adjacent to Forest Service land). The redline/ strikeout will guide staff to more easily see what changes are being proposed. Final copies without redline strikeout and **paginated correctly for insertion into the plan**, must be submitted PRIOR to the permit change receiving final approval.

**Addressing** - Address ALL correspondence to:

Utah Division of Oil, Gas & Mining  
Coal Program  
1594 West North Temple, Suite 1210  
P.O. Box 145801  
Salt Lake City, Utah 84114-5801

Please send **one copy** directly to the Price Field Office (PFO) at:

Utah Division of Oil, Gas & Mining  
Coal Program/ Price Field Office  
College of Eastern Utah  
451 East 400 North  
Price, Utah 84501

**Contacts:** Pamela Grubaugh-Littig, (801) 538-5268  
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